

Honors Experience Grant (HEG)

Policy and Procedures

The *Honors Experience Grant (HEG)*, funded with the support of the Honors College Fee, is open to Honors students in all majors across campus. It is designed to help students achieve their long-term goals by supporting research, study abroad, creative activities, student-led engagement efforts, or other scholarly activities including internships, conferences, and training opportunities. The goal of the grant program is to fund unique experiences where students will be engaged in their disciplines outside of the classroom. These grants are meant to allow students to pursue their passions, attain their academic and professional goals, and increase their competitiveness for national scholarships and fellowships.

With the HEG, students may apply for up to \$1,000 in any given fiscal year (July 1- June 30) but no more than \$2,500 total during their undergraduate career at A-State. Application deadlines are the 15th of every month. Students are encouraged to apply 2-3 months in advance as grants are contingent upon the availability of funds. Also, please note that a student could be awarded multiple HEG grants for different projects over several years, but may only receive and use *one* HEG per fiscal year.

Application Instructions

Complete applications include an itemized budget, a detailed proposal narrative, and one faculty/academic advisor recommendation.

Itemized Budget: Write an itemized budget showing expected expenses for the experience. This budget should be reflective of the attendance of one participant, even if the experience is part of a larger group. HEG funding cannot be used on certain items. Student applicants should review the list below for suggestions of what HEG funds can be used for with travel. Please note that applicants can include the Non-Allowable items on your itemized budget, but other funding sources will need to cover the cost of those items when completing expense reports after travel.

- Allowable HEG Expenses:
 - Registration for conferences
 - Application fees for programs
 - Actual Program/Experience fees required for participation
 - Hotel for the Honors student
 - If sharing a room, the cost must reflect the percentage for the Honors student alone. For example, for two people in a room, the hotel cost is halved for the Honors student to cover half and the other student to cover the remainder.
 - Flights

- Baggage
- Transportation to and from the airport
 - Mileage if driving car (must be approved driver with A-State)
 - Taxi/Uber/Lyft
 - Public transportation
- Non-Allowable HEG Expenses
 - Consumables
 - Supplies for projects (e.g. Lab Equipment, Art Supplies, and Tools)
 - Meals
 - T-Shirts or other conference paraphernalia
 - Instruments
 - Other (may need to consult Honors staff if an item is in question)
 - Stipends

Proposal Narrative: Write a detailed proposal narrative (Character limit = 2,500) that includes the following information: the objectives of the project, expected results, and the significance of the project to your long-term goals.

Faculty/Academic Advisor Evaluation: Upon submission of the HEG application in InfoReady, the Faculty/Academic Advisor listed on the application will be prompted to complete the recommendation form in InfoReady. It is up to the student to ensure that the recommender understands the student's proposal and will support the student throughout the term of the grant.

Award Consideration and Notification

The Honors staff will review completed applications on the 16th of every month. If an application is not complete or does not have enough detail, the Honors Associate Director will contact the applicant and suggest revisions. Honors staff will determine the award amount based on the included budget in the HEG application, available funds, other funding sources (e.g. RTT or Departmental funding), and previous HEG awards. The Honors Associate Director will then notify all parties involved of the award amount. Depending on the type of award the student will either receive funding via a Student Payment Request* or a Travel Expense Report**.

Be advised that prior to awarding there may be a need for follow-up questions and clarification regarding program or travel arrangements. This process will be conducted via email and awarding may be delayed if responses are not communicated in a timely manner.

*See Student Payment Request section for more details

** See Travel Authorizations & Travel Expense Reports section for more details

Student Payment Request

The Student Payment Request is a paper form that is initiated by the Honors Administrative Analyst, who will acquire signatures from the awarded student, Honors Director, and University College Dean. The Honors Administrative Analyst will take the completed form to the Treasurer's Office for award disbursement 4-6 weeks prior to the actual experience. The Treasurer's Office will disburse either with a direct deposit or a mailed check to the student's address on file. It is important that if the student does not have direct deposit set up on their account they maintain a current address. Please note that the timing of processing Student Payment Requests is important. It is in the best interest of the student to have a \$0 balance on their A-State student account to receive the full disbursement. If a student has a balance on their account, then the Student Payment Request will be applied in part or full to their account. For the student to receive the full amount of the HEG award they can not have an account balance with A-State.

Travel Authorizations & Travel Expense Reports

Travel Authorization

The Travel Authorization (TA) is the name of the process housed in Concur, an application found under my.AState, by which students and faculty/staff at A-State report official travel plans to the university. This process must be completed for any travel in which a student is either representing A-State as an official representative or is traveling with a faculty/staff member for A-State. To complete the TA, the student and department must follow the steps outlined below:

- The student must work with their faculty member to arrange a time with the travel delegate who will be completing the TA within Concur. If a student has not traveled for A-State before, they will also need to work with the delegate to get access set up within the Concur system.
- The student meets with the travel delegate to complete the required elements within the TA. Student and faculty/staff member need to be prepared to share what sources of funding would be available with a possible explanation of the breakdown of how each source will be used and have a detailed budget of expected expenses so the travel delegate would be able to complete the TA in a timely manner.
 - Travel Delegates, if you are unsure about completing a TA, visit the Travel Services website and click on the [Travel Request Guide](#) for a detailed guide to the process for completing and submitting the Travel Authorization.
- Once the TA is submitted by the travel delegate for review, the student will need to log into Concur to submit the request. Before fully submitting, the student will need to click "Submit" and then "Add Approver." The student will need to add the Director of the Honors College as an approver for the TA. Once the Director is added, the student will be able to click "Submit" again and will be able to finish the process.

- Once this is done by the student, the Travel Authorization will continue through the approval process.
- If the student did not add the Director of the Honors College, it is expected that the next approver in the process will, as the Director needs to be on the auditing trail due to the HEG funds originating from Honors Student Fees.
- ***NOTE: Students traveling within a group and receiving HEG funds will need a separate and completely independent Travel Authorization from the faculty/staff and other members of the group. HEG funds cannot be applied to any travel not related to the Honors student who was awarded.***
 - The student who has received the HEG funds will need to keep all receipts related to travel independent of the group. These receipts will need to be submitted upon return to complete the Travel Expense Report.

Travel Expense Report

The Travel Expense Report is the name of the process housed in Concur, an application found under my.AState, that all students and faculty/staff must complete within 15 working days of returning from actual travel. Upon returning, it is expected that the student will submit all supporting documentation, including but not limited to receipts for registration, flights, food, etc. To complete the Travel Expense Report, the student and department must follow the steps outlined below:

- The student must work with their faculty member to ensure that all receipts and supporting documentation for the travel are sent to the travel delegate.
- The student must arrange a time to meet with the travel delegate to assist in answering any questions about documentation. At this meeting, all receipts must be submitted to the travel delegate, whether in paper or email form, for the travel delegate to be able to complete the Travel Expense Report in a timely manner. Delays in completing the Travel Expense Report can result in delays in the reimbursement for expenses that the student and department have accrued as part of the travel.
 - Travel Delegates, if you are unsure about completing a Travel Expense report, visit the Travel Services website and click on the [Expense Report Guide](#) for a detailed guide to the process for completing and submitting the Travel Expense report.
- As travel delegates work on the Travel Expense report, when they are ready to allocate funds, they will contact the Honors College Administrative Analyst for the FOAP. Please visit the Application Instructions and Itemized Budget for Allowables and Non-Allowables for information about what can be covered by HEG funding.
- Once the Travel Expense Report is submitted by the travel delegate for review, the student will need to log into Concur to submit the request. Before fully submitting, the student will need to click “Submit” and then “Add Approver.” The student will need to add the Director of the Honors College as an

approver for the Travel Expense Report. Once the Director is added, the student will be able to click “Submit” again and will be able to finish the process.

- Once this is done by the student, the Travel Expense Report will continue through the approval process.
- If the student did not add the Director of the Honors College, it is expected that the next approver in the process will, as the Director needs to be on the auditing trail due to the HEG funds originating from Honors Student Fees.
- **If the department paid for some or all of the student's expenses with a Department Card, the Department Card Custodian must send the Honors College Administrative Analyst a copy of the receipt in order to receive the FOAP needed for reallocation.**
- **PLEASE NOTE: The Honors College is NOT allowed to do any type of budget transfer, as Honors Experience Grant (HEG) funds come from the Honors College Fee account and that is student fee money.**

Faculty/Staff Disclaimer Regarding HEG and Alternate Funding

We ask that all Faculty/Staff understand that Honors Experience Grant funds come from the Honors College Fee, which is a student fee. This type of funding has restrictions on what it can be spent on and for who it can be spent. This means that any HEG funds have to be applied directly to the Honors student and cannot be transferred or allocated for any non-Honors student or non-awardees to use. HEGs are supplemental funding for experiences, and it is expected that Honors students are equally funded through any group support. For example, if funding is being used from a grant and department, the Honors student should receive an equal share of that funding as any non-Honors student. HEG funds are used to supplement this alternative funding to further help the student with the experience.